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Chief, Administrative Services

14 March 1952

Chief, Records Management and Distribution Branch

Submission of Standard Form 115, Request for Authority to Dispose  
of Records to the National Archives and Records Service

1. Reference is made to the following excerpt from the  
regulations of the National Archives Council issued 29 July 1949.

Whenever lists or schedules are submitted  
to the Archivist of the United States in compliance  
with provisions of Section 3 of the above-  
mentioned Act, they shall be submitted on  
Standard Forms, to be promulgated by the  
National Archives, and in accordance with  
instructions on the use of such forms issued  
by the Archivist. The said lists or schedules  
shall be accompanied by samples of the several items  
proposed therein for disposal unless samples of  
such items have been submitted with lists and  
schedules previously submitted to the Archivist  
and unless the Archivist shall have waived this  
requirement.

The National Archives Council, as such, is no longer in existence,  
however, the instruction is still applicable. It is not anticipated  
that any difficulty will be encountered in having the Archivist  
waive the requirement of submitting samples with requests for  
authority to dispose of records.

2. In the absence of submitting samples of records with  
Standard Form 115 there will be maintained in Records Management  
and Distribution files such documentary material as is needed to  
support the action requested on this form. These papers will  
generally consist of the samples and a duplicate record copy  
of Standard Form 115.

3. There is, however, an internal procedure that must  
be developed to resolve the following conditions:

a. That the language used on Standard Form 115 to  
describe records series does not divulge any information  
in violation of the security regulations of the Agency.

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- 2 -

b. That the records described in disposal schedules do not have, or will not have after the expiration of the retention period indicated, sufficient administrative, legal, or fiscal value to the Agency itself to warrant further retention. The signing of Standard Form 115 by a properly authorized agency representative is certification that such values will have been exhausted.

4. There is attached, for your signature, a memorandum addressed to I & S to establish a procedure for security clearance as stated in Paragraph 3.a.

5. Records possessing fiscal or legal values generally will be created and maintained in the appropriate subject matter office. The exceptions can be brought to the attention of these offices as they occur. Similarly, administrative values are peculiar and specific to the office of origin.

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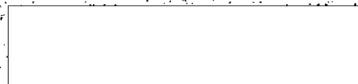
Attachment

MMR:cmj

Distribution:

Orig & 1 - addressee

1 - Rec<sup>mgmt</sup> Files



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